

**Board Members**

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**Superintendent**

Dr. Donna Burge-Tetrick



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Phone 304-872-3611  
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**Position:** Treasurer/Chief School Business Official

**Classification:** Professional

**Reports to:** Superintendent

**FLSA Status:** Exempt

**Evaluation:** Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and NCBOE Policy 3220.

**Job Summary:**

Responsible for the school district's budgeting, accounting, and financial reporting functions while working cooperatively with State Department of Education personnel, school district staff, and community representatives to implement good business practices for attaining the goals of the school system as they relate to fiscal integrity and accountability.

**Qualifications:**

- Hold a minimum of a Bachelor's Degree from an accredited institution;
- Possess high level of computer skills in the application and use of Microsoft Office Suite;
- Have training or experience in governmental accounting and financial management;
- Possess extensive experience in working with a variety of stakeholders;
- Have knowledge of West Virginia's finance laws and regulations;
- Have knowledge of West Virginia Board of Education financial policies;
- Possess good communication and presentation skills;
- Certified Public Accountant designation (preferred)
- Have knowledge/experience in the West Virginia Education Information System (WVEIS) preferred; and
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate.

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

### **Performance Responsibilities:**

- Serves as treasurer and administers the financial affairs of the school system;
- Serves as custodian of all financial assets;
- Assumes responsibility for payrolls, accounts payable, purchasing, fixed asset accounting, and related functions;
- Assists with the financial aspect of all construction projects;
- Ensures the school district and individual schools are audited in accordance with WV Code 6-9-7, and that resolution of any findings are noted and corrected;
- Controls all the treasury functions including investments, as allowed by law and Board policy;
- Oversees and directs the operation of finance for the school system within the realms of accounting, budget, and treasurer;
- Develops and manages the annual budget and oversees the budget development process for the school system; compiles annual budget requests from county office administrators, employee associations and community representatives and compiles them for recommendation to the superintendent and board of education;
- Maintains budgetary controls to ensure that expenditures are made in accordance with the approved budget;
- Monitors all budget categories and provides fiscal information as required;
- Monitors the allocation of fiscal resources to system programs, related communications, receipts, and financial analysis;
- Acts as administrative fiscal officer for the school system;
- Receives requests to adjust budget accounts and recommends to the superintendent approval for budget transfers;
- Receives, reviews, and approves all grant awards and assigns the project code and submits to the superintendent for final approval;
- Receives and reviews all supplemental budget projects and recommends to the superintendent approval for budget supplements;
- Provides for the maximum investment of funds;
- Prepares monthly financial reports of all funds maintained by the school system and presents copies to appropriate administrators;
- Prepares monthly Treasurer's report of revenue, expenditures and balance of all funds and submits to the superintendent and board of education;
- Prepares monthly Treasurer's Statement of Investments and submits to the superintendent and board of education;
- Prepares monthly financial statements of all funds maintained by the school system for submission to the State Board of Education;
- Assumes responsibility for the capital assets inventory system;
- Provides for a uniform system of financial accounting for the individual schools;
- Assumes responsibility for providing periodic training of the financial reporting requirement of the individual schools; ensuring that annual audits are conducted of all school accounts; and following up on all findings noted to ensure that they are resolved within a timely manner;
- Works closely with all departments to develop all revenues sources fully to maximize resources for the school system;
- Submits all required reports to the State Board of Education accurately and in a timely manner;
- Maintains those ethical business process required for the efficient financial operation of the school system;
- Follows the established personnel evaluation procedures for staff members;
- Utilizes self-appraisal for the improvement of administrative skills;

- Demonstrates unbiased attitudes in fulfilling administrative responsibilities;
- Participates in continuing professional development activities and maintains a current authorization as chief school business official;
- Assures compliance with all state and federal law postings requirements;
- Adheres to Employee Code of Conduct as outlined in Nicholas County School's Policy; and
- Performs other duties deemed appropriate and assigned by the Superintendent and/or immediate supervisor(s).

**Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk hear, see use technology such as computers and multi-media equipment, and use repetitive motions.

While performing the duties of this job, the employee may frequently lift and/or move at least 10- pounds of materials.

Specific vision abilities required by this job include close vision such as reading handwritten or printed material, and the ability to adjust focus.

The duties of this job require the employee to drive to and from various schools throughout Nicholas County. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

Revised: *June 2023*